

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)					3. Service					4. Employing Office Location					5. Duty Station					1. Agency Position No. M005																																																	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest					9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					6. OPM Certification No.																																																						
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)					11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither					12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive					13. Competitive Level Code																																																						
15. Classified/Graded by					Official Title of Position					Pay Plan					Occupational Code					Grade					Initials					Date																																							
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review					Management and Program Analyst					GS					343					09					peo																																												
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)																																																											
18. Department, Agency, or Establishment Department of the Interior										c. Third Subdivision																																																											
a. First Subdivision Bureau of Land Management										d. Fourth Subdivision																																																											
b. Second Subdivision State Office										e. Fifth Subdivision																																																											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)																																																											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																											
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																											
Signature										Date																																																											
Signature										Date																																																											
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position																																																											
Typed Name and Title of Official Taking Action Phyllis E. O'Neill										Management and Program Analyst Series, GS-343, Aug 90, TS-98. Admin. Analysis Grade Evaluation Guide, Aug 90, TS-98.																																																											
Supervisory Personnel Management Spec.										Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																											
Signature										Date																																																											
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					

## 25. Description of Major Duties and Responsibilities (See Attached)

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FPM Chapter 295

## **INTRODUCTION**

The position is located in a Bureau of Land Management field office. The incumbent of this position is a local expert in financial and other business management functions pertaining to emergency incident operations. Is responsible for providing a variety of services to fire managers including: training, performing evaluations, analyzing results, and developing and implementing proposals for more effective, efficient and economical operations on a local level.

## **MAJOR DUTIES**

Evaluates and prepares reports with recommended action on business management operations during and after emergency incidents including rental and use of equipment, Assistant Disbursing Officer activities, compensation for injury, tort claims, cooperative agreement, leases, property management, commissary operations, procurement, payments, and personnel timekeeping.

Analyzes results of incident operations and prepares reports with recommended action. Analysis includes comparisons of historical and current incident cost data. Mathematical and statistical analysis is performed on various incident cost centers as well as cost comparisons between incidents based on various criteria such as size, class, and fuel types.

Provides expert advice and consultation to fire and field office managers on fire business management activities. Identifies business management problem areas and recommends action or within assigned responsibility, recommends corrective actions to enhance effective Incident Command operations.

Develops or modifies appropriate business management training material for positions within the Incident Command administrative organization and participates in scheduling and coordinating state sponsored training sessions. Develops and conducts training for fire business management support positions which are not in the Incident Command red-card system.

From personal knowledge or on a clearing house basis provides resolutions to incident related business management problems and issues during incidents.

Conducts reviews of the effectiveness of financial management and other business management practices on incidents within the field office. Prepares reports on these activities and briefs managers of problems, opportunities and accomplishments. Recommends action as needed. Participates in state fire business management reviews.

Maintains the ongoing process of networking to assure the sharing of innovative ways to foster and maintain communication of various aspects of fire business management and operating systems in these constantly changing and growing times.

**FACTORS****1. Knowledge Required by the Position** (Level 1-6, 950 points)

Knowledge of business management and related budget and fiscal practices, policies and procedures sufficient to analyze management systems, delegations of authority, organizational structures, control systems; payment accounting, personnel, procurement, and property procedures relating to Incident Command System administration at the field office level.

Knowledge of the Incident Command System, specifically the Command and General Staff roles and responsibilities sufficient to provide appropriate advice and counsel for successful incident administration.

Knowledge of policy, regulations and decisions controlling the program funding of the organizations receiving services in order to determine adequacy of their application and financial responsibility of individual employees involved in the fiscal management activity.

Incumbent must have skills in oral and written communications to provide leadership, direction and interpretation of policy, procedures and guidelines to managers, co-workers and trainees.

An extensive knowledge of BLM organizations, programs and activities, history and culture is essential. Must have a good understanding of programs, activities and cultures of other agencies, states, and private industries within the sphere of influence of the state.

**2. Supervisory Controls** (Level 2-3, 275 points)

This position reports to the Fire Management Officer. The incumbent operates independently in the planning and implementing of the state incident administrative management program within parameters of overall objectives as agreed to with the supervisor. Incumbent informs supervisor of major controversies and consults with supervisor for any policy changes. The incumbent is the state expert in fire business management.

Incumbent must possess basic program analysis knowledge and be able to perform assignments with only general instructions concerning the procedures for accomplishing the assignment.

Completed work products such as evaluation reports and staff studies, are reviewed for consistency of facts and figures, choice of appropriate analytical methods, and practicality of recommendations. Findings and recommendations developed by the employee are reviewed prior to release, publication, or discussion with management officials.

**3. Guidelines** (Level 3-3, 275 points)

Specific and detailed guidance can be found in the Interagency Fire Business Management Handbook which describes business management functions during emergency incidents. The manual is updated annually. Guidelines include laws, regulations, General Accounting Office instructions, Department of Interior and BLM policies and procedures, court decisions, and

Comptroller General decisions, and related guides and interpretations. In some cases guidelines are in developmental stage or non-existent requiring originality and innovation and the application of sound judgment. Often emergency situations demand an immediate response requiring the application of a variety of policies and regulations which include resolving gaps in specificity or conflicts in guidelines.

4. Complexity

(Level 4-3, 150 points)

Activities involve developing plans and procedures to implement, monitor and evaluate Incident Command System administration such as fiscal, contracting, procurement, personnel, claims, and technical guidance to managers at the field office level.

Factors affecting the value and applicability of preferred guidance include new work methods of systems brought about by changes in missions, new legislation, new Memorandums of Understanding or technological advances. Recommendations may represent significant departures from established work practices.

The position plays a critical role in responding to a wide range of incident administrative issues, and helps to efficiently manage a complicated process involving administrative deadlines, the coordination of a number and variety of people at different locations and levels of the BLM and other organizations. Incumbent must be flexible in responding to shifts in assignments that result from a heavy workload or other urgent matters demanding attention.

Some incident administrative situations require new, creative, and innovative methods for solutions. The information needed may be available from an individual or may require a coordinated state effort.

5. Scope and Effect

(Level 5-3, 150 points)

Work involves utilizing criteria to measure and/or predict the attainment of program or organizational goals and objectives related to the distribution of personnel, supplies, equipment, and other resources in varied geographic locations. Work involves the evaluation of program effectiveness, focusing on the delivery of program services.

The purpose of the work is to establish, recommend implementation, monitor, and evaluate incident business management systems within a field office. This work is vital to the achievement of local incident business management objectives in an effective, efficient and economical manner.

Consequence of errors in judgment, faulty decisions, or lack of prudent and timely action may result in inefficiency in incident business management operations, management needs, illegal expenditure of funds, the over expenditure of available rehabilitation funds with resulting curtailment of current programs, loss of or failure to collect amounts due the United States, lack of control over and possible loss of assets, unreliable financial reports, valuation of laws and regulations, and serious criticism of the BLM.

6.&7. Personal Contacts and Purpose of Contacts

(Level 2B, 45 points)

Contacts are with unit employees, employees at higher organizational levels, other federal and state agencies, as well as private companies and their representatives. Contacts are also with the field office managers and staffs, and analysts in other field offices. Maintains relationships with analysts in other local federal agencies. Has a close working relationship with the Fire Management Officer.

Purpose of contacts is to advise program managers and Incident Commanders on recommended courses of action consistent with established program policies, objectives and regulations. Contacts require the position to analyze needs and requests, and to recommend adjustment to levels of spending and program operations.

Contacts within the agency are primarily to acquire specialized information and provide information training, and services. Contacts outside the agency include the Forest Service and other Department of Interior bureaus.

8. Physical Demands

(Level 8-1, 5 points)

The work is mostly sedentary, however, occasional work site reviews to field offices and incident bases will require some hiking over rough terrain.

9. Work Environment

(Level 9-1, 5 points)

This work is performed primarily in an office setting, although there is frequent travel to the field when work will be performed in a field environment.

